




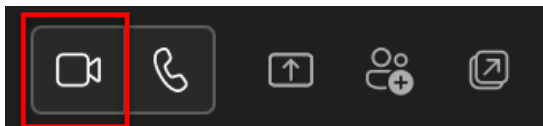
## Microsoft Teams – Video Call Guide

### How to start a video call with MS Teams chat:

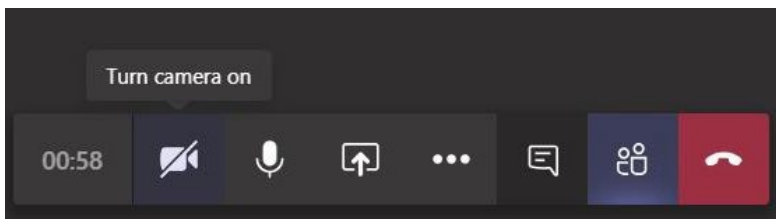
You can make one-on-one or group calls with anyone in your organization directly from a chat without having to host a team meeting. Entries for the calls will appear in your chat, though.

**Note:** Up to 20 people can be on the same video call. If a group chat includes more than 20 users, the Video calling will not be available

1. Go to your chat list and click **New chat**  to start a new conversation.
2. Type the name or names into the **To** field at the top of your new chat and press **Enter**.
3. Select **Video call**  or **Audio call**  to start a call.



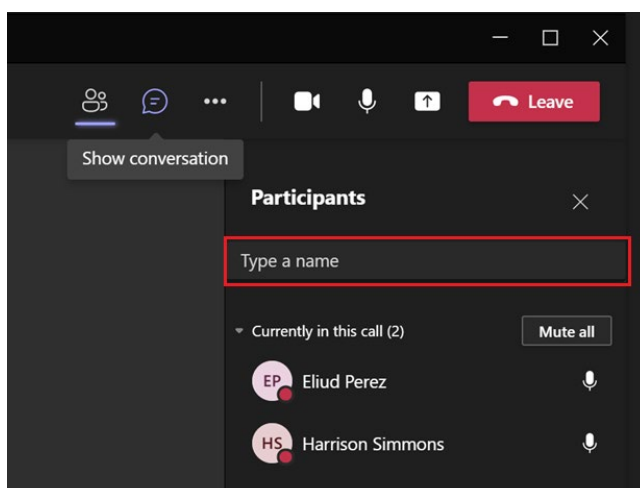
4. Once a telephone call has started you can add or remove the video calling function by clicking the 'Turn camera on' icon



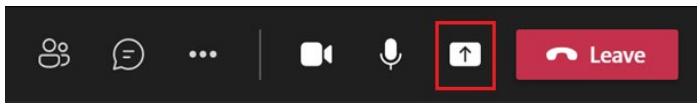
5. To add more people to the call, click on the Participants icon (it looks like two people).



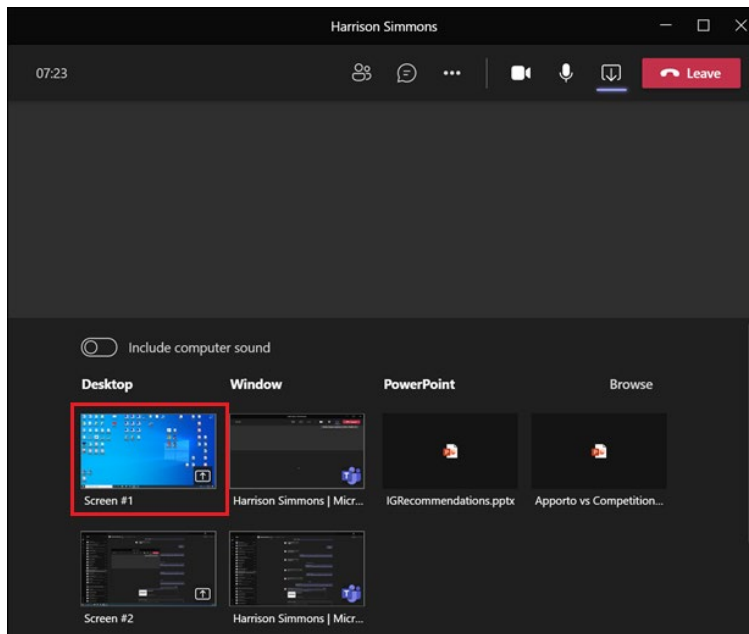
6. When clicking on the Participants icon, the call will open column on the right-hand side of the screen (see below). Type in the Users CUNYFirst user ID to add contacts to the call.



7. By clicking on the Share Screen icon (square with an arrow through it), you will be able to share your screen with others on the video call.



8. When clicking on the Share Screen icon, you will need to select Screen #1 to share.



9. By clicking on the Stop Share Screen icon (square with an X through it), you will stop share your screen with others on the video call.



10. By clicking on the Leave icon, you will end the video call.

